

# Annual Performance Evaluation Cycle FY 2020

## UAC Presentation 10-13-2020

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# Purpose:

The faculty and staff performance evaluation processes are to:

- Be used to assess and provide feedback against expected performance, *and*
- Establish a clear understanding of the department's expected performance and goals.

The process is intended to:

- ✓ recognize exceptional performance
- ✓ provide guidance toward improved performance
- ✓ establish impactful goals
- ✓ measure progress toward LEADS 2025 Strategic Goals

# Timeline

- **FY20 Performance Evaluation Period:** January 1, 2020 – December 31, 2020.
- **Performance Evaluation Completion Cycle (faculty and staff):** January 1, 2021 – March 16, 2021.
- **Staff Evaluation System Opens:** December 4, 2020 and closes March 16, 2021, end of day.

# Communication Timeline:

- **Initial communication:** First week of November (faculty and staff)
- **Reminders:** December, January, February, March
- **Final Reminder:** First week in March

# Training Sessions (Staff):

- Begin the second week in November
- Three offered in January
- Four offered in February
- Two offered first week of March

# What's different...

- Dropdowns in the staff evaluation system to better align individual and department goals to LEADS 2025 goals
- No merit distribution
- ELR will be sending reminders but completion reports will not be provided.

# Tips for Successful Process

- Put expectations and timeline in place for your department as soon as possible.
- Evaluate all of your employees.
- Encourage the use of self-assessments.
- Send new employees (supervisors and non-supervisors) to training.
  - How to use the staff evaluation system
  - Ratings and how to properly rate
  - Goal setting
  - Aligning goals to LEADS 2025
  - Deferred goals – COVID impact
  - And more....

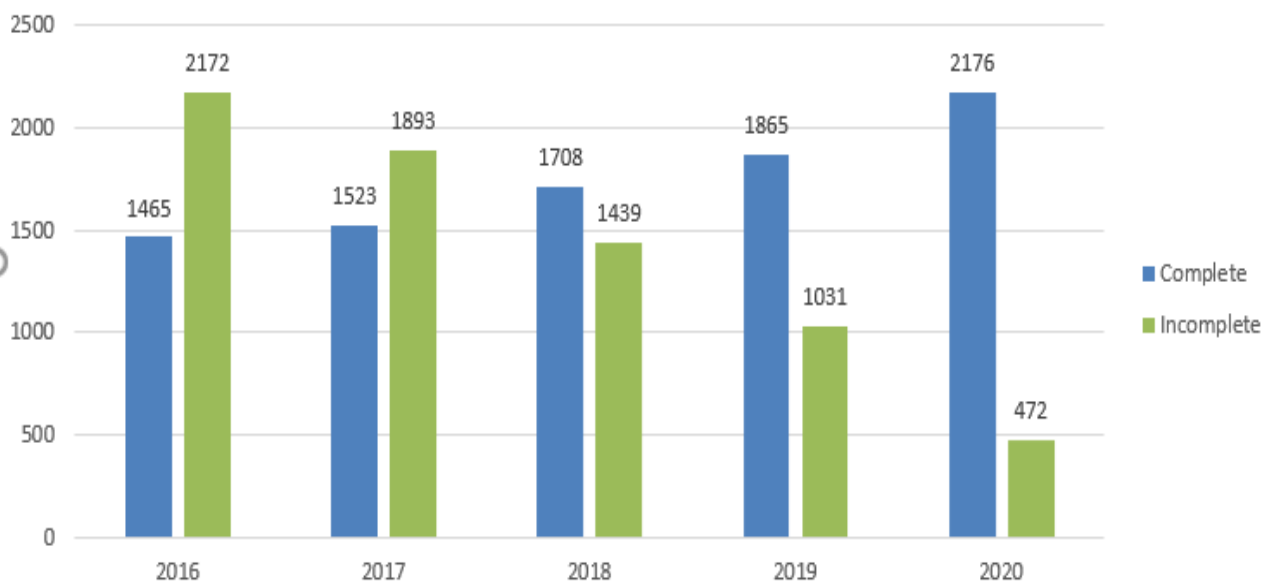
# Outcomes from FY19 Evaluation Process



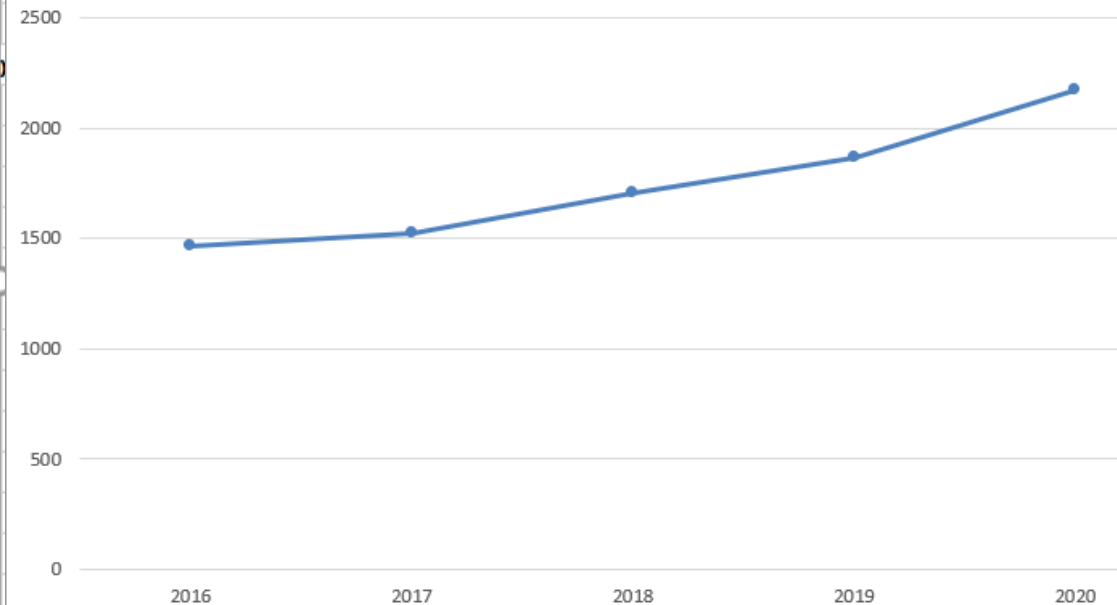


# Performance Eval (Staff) by Completion Status FY2016 - 2020

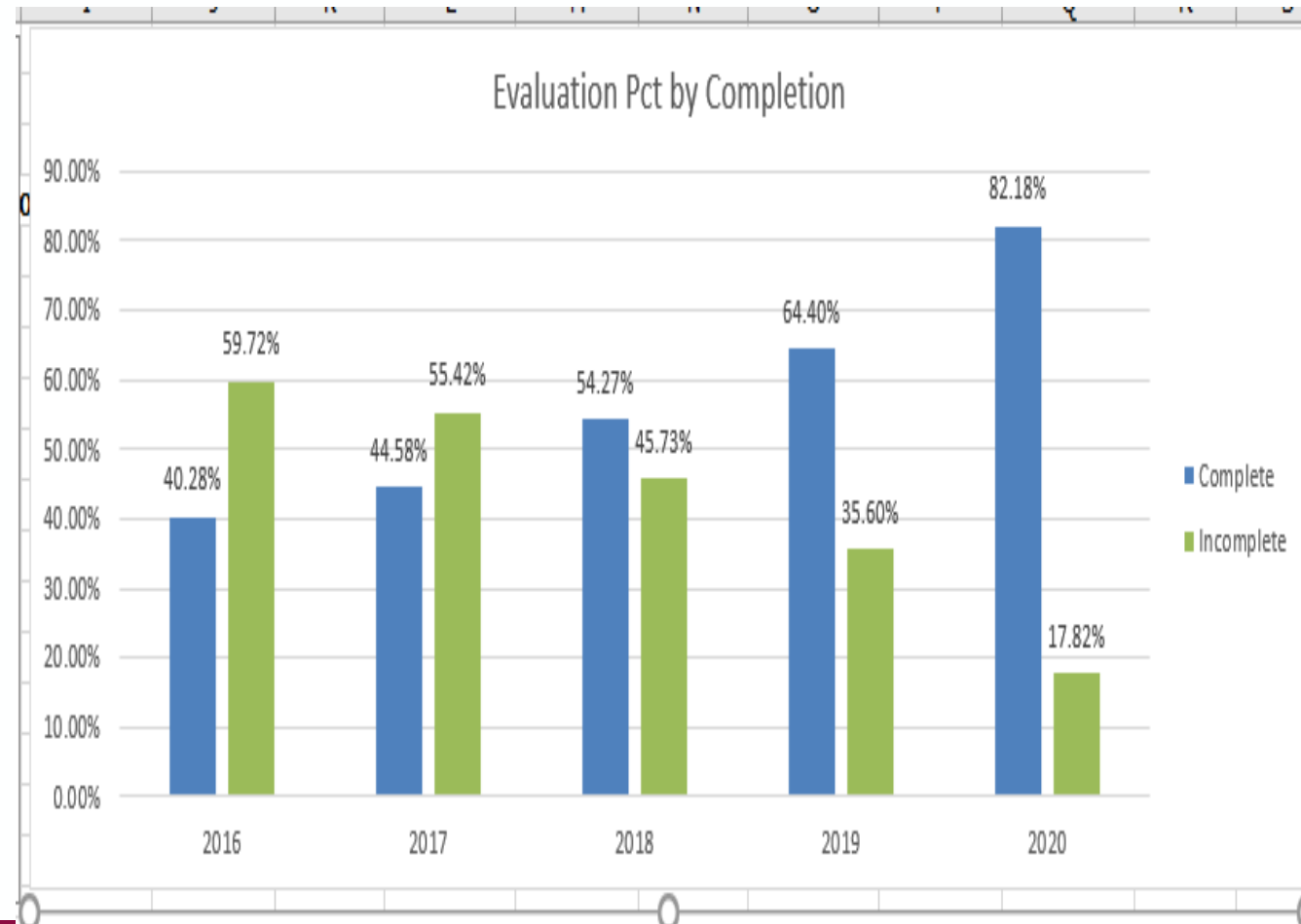
Evaluations by Completion



Completed Evaluations

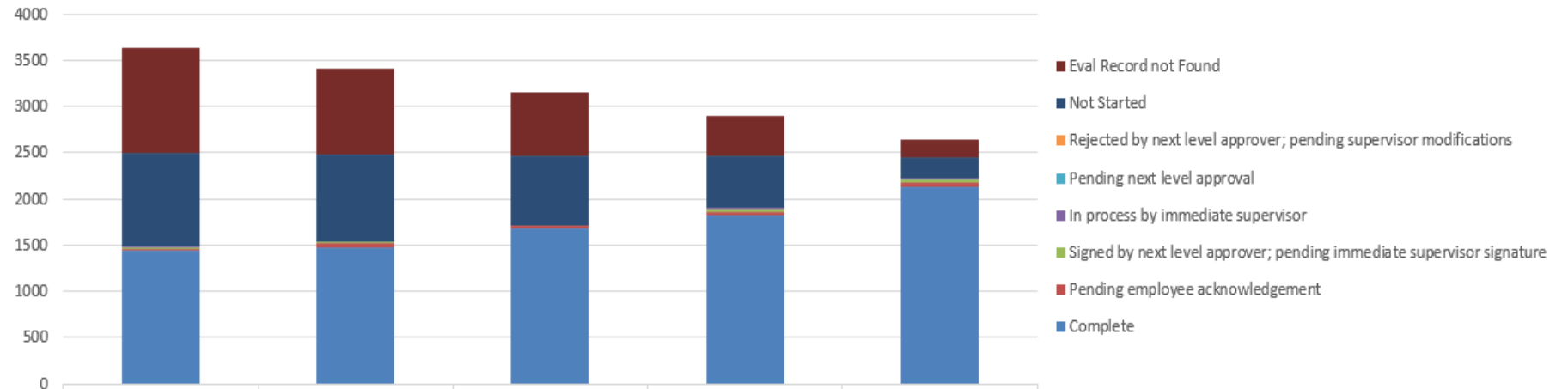


# Performance Eval Completion (Staff) FY2016 - 2020



# Staff Performance Eval by Document FY2016 - 2020

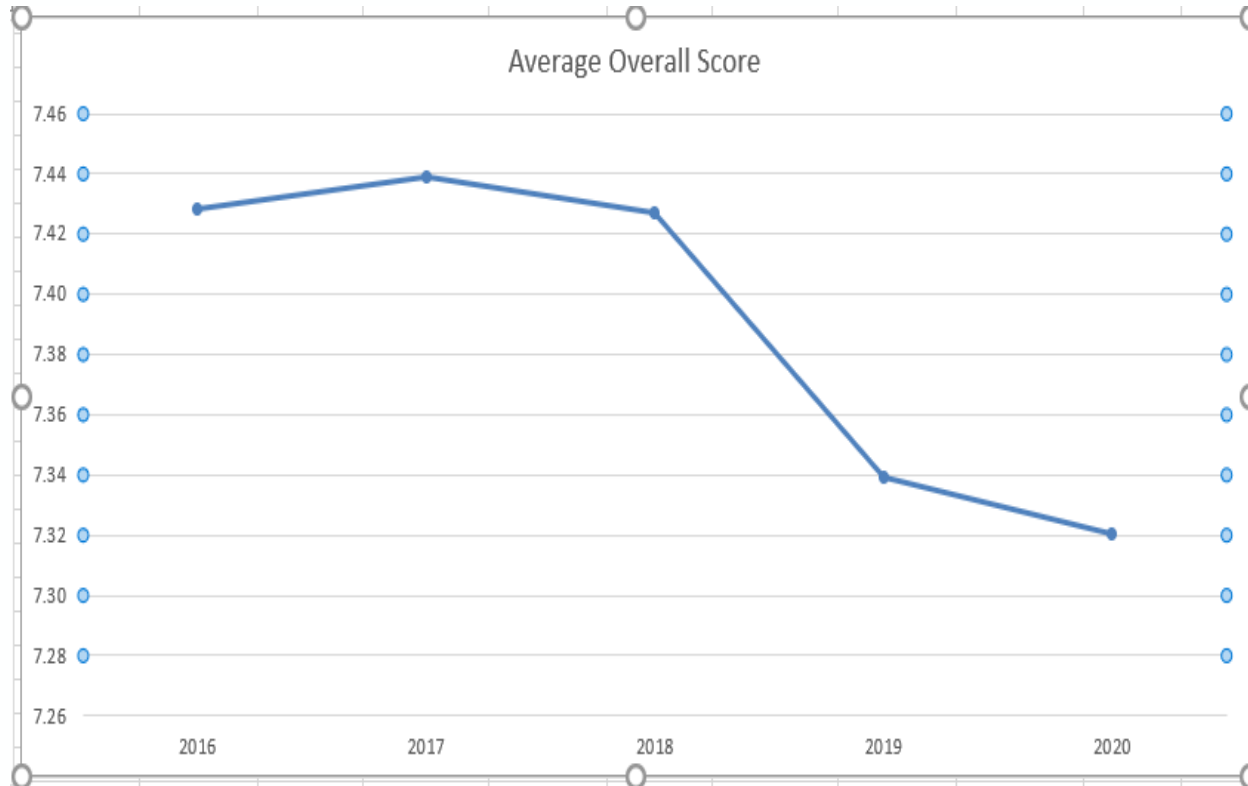
Evaluations by Document State



	2016	2017	2018	2019	2020
Eval Record not Found	1147	942	678	437	202
Not Started	998	930	757	555	215
Rejected by next level approver; pending supervisor modifications				1	1
Pending next level approval	3	3		5	5
In process by immediate supervisor	14	6	4	9	19
Signed by next level approver; pending immediate supervisor signature	10	12		24	30
Pending employee acknowledgement	15	54	29	40	42
Complete	1450	1469	1679	1825	2134



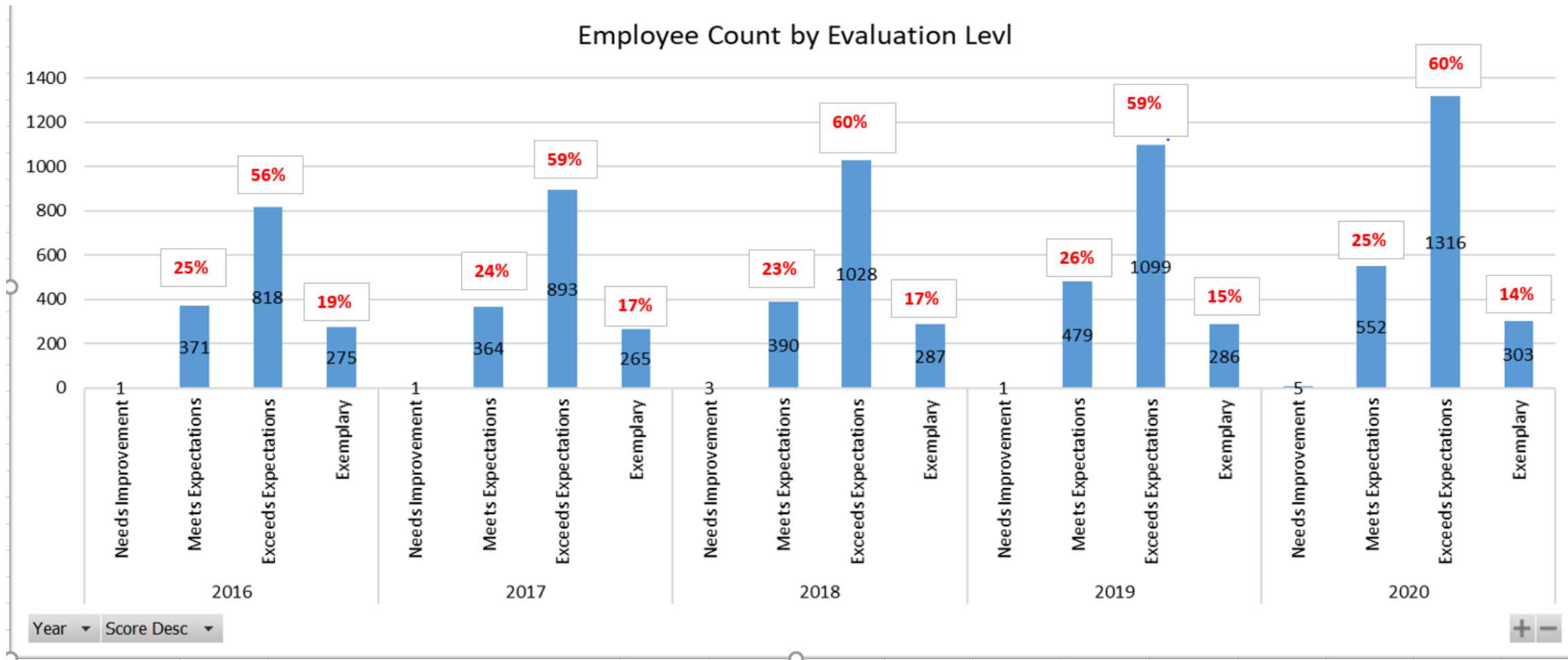
# Average Overall Score



01.00 - 02.55 = Fails to Meet Expectations  
02.56 - 04.55 = Needs Improvement  
04.56 - 06.55 = Meets Expectations  
06.56 - 08.55 = Exceeds Expectations  
08.56 - 10.00 = Exemplary

# Performance Eval by Empl (Staff) Count & Eval Level FY2016 - 2020

Employee Count by Evaluation Level



# LEADS 2025 Goal Focus

Goals	1: Fails to Meet Expectations	2: Needs Improvement	3: Meets Expectations	4: Exceeds Expectations	5 Exemplary	Deferred	No Rating	Grand Total
<a href="#">Goal 1: Enhance Student Success and Social Mobility</a>	1	6	300	171	58	85	3	623
<a href="#">Goal 2: Elevate Research and Creativity</a>	1	2	91	68	21	1	4	187
<a href="#">Goal 3: Amplify Extension and Outreach</a>	1	3	202	86	20	19	2	332
<a href="#">Goal 4: Build a Robust University System</a>	4	10	505	252	116	101	0	984
<a href="#">Goal Not Identified</a>	0	0	6	2	0	85	1	94
<b>Grand Total</b>	<b>7</b>	<b>21</b>	<b>1,104</b>	<b>579</b>	<b>215</b>	<b>291</b>	<b>10</b>	<b>2,220</b>



# SAMPLE VIEW

## HR-LEADS Goal Selection and Outcome

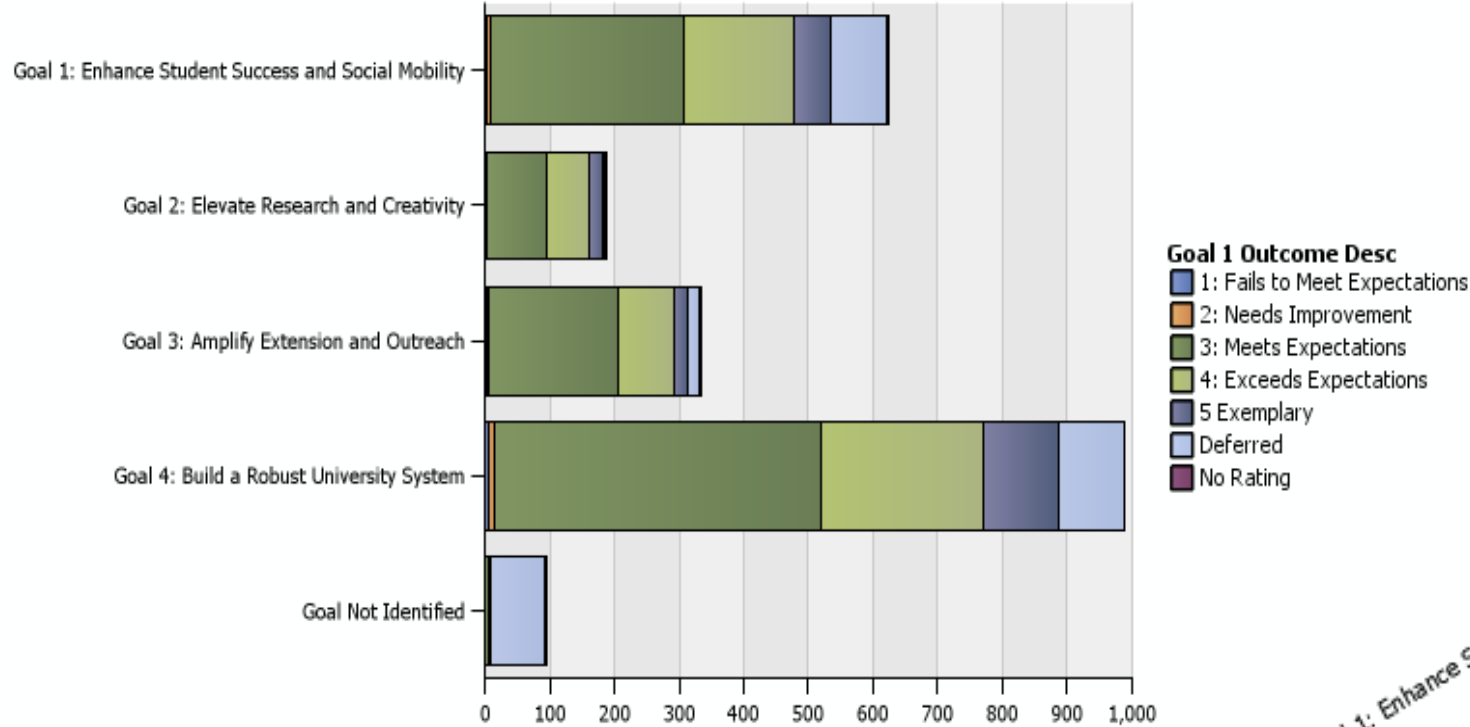
### Goal 1: Enhance Student Success and Social Mobility

Org Type	Summary Org	Department	Employee Eval Goal 1	NMSU Leads Goal Alignment	Goal 1 Objective	Goal 1 Outcome	Goal 1 Score
Administrative	Athletics	108000 - Athletics	find ways to put us ahead of or above our competition in the recruiting.	Goal 1: Enhance Student Success and Social Mobility	scholarships, cost of attendance, needy fund.	met above and beyond those goals	5: Exemplary
Administrative	Athletics	108000 - Athletics	enhance student success and mobilization	Goal 1: Enhance Student Success and Social Mobility	retention and degree attainment for your position players by monitoring progress and having regular meetings on the players academic performance.Measure will be player academic performance in this year.		4: Exceeds Expectations
Administrative	Athletics	108000 - Athletics	Continue improving the women's basketball teams GPA and APR scores by meeting a minimum of one of the three NCAA metrics.	Goal 1: Enhance Student Success and Social Mobility	Single year APR of 985 or higher Single year graduation success rate of 90% or higher Single year federal graduation rate 13% higher than the general student body		4: Exceeds Expectations
Administrative	Athletics	108000 - Athletics	Enhance Student Success & Social Mobility	Goal 1: Enhance Student Success and Social Mobility	Encourage student-athletes to become involved holistically in system-wide co-curricular activities which will assist them in developing a robust experiential learning, service-learning, and research experiences that engages them and contributes to their overall developmental skill sets		4: Exceeds Expectations
Administrative	Athletics	108000 - Athletics	enhance student success and mobility	Goal 1: Enhance Student Success and Social Mobility	retention and degree attainment by meeting with your players on academics on a regular basis and monitor them. Measure will be the players academic performance this year.		4: Exceeds Expectations
Administrative	Athletics	108000 -	Continue improving the men's	Goal 1: Enhance	Meet a minimum of one of the three NCAA metrics:	MBB cumulative GPA is	4: Exceeds

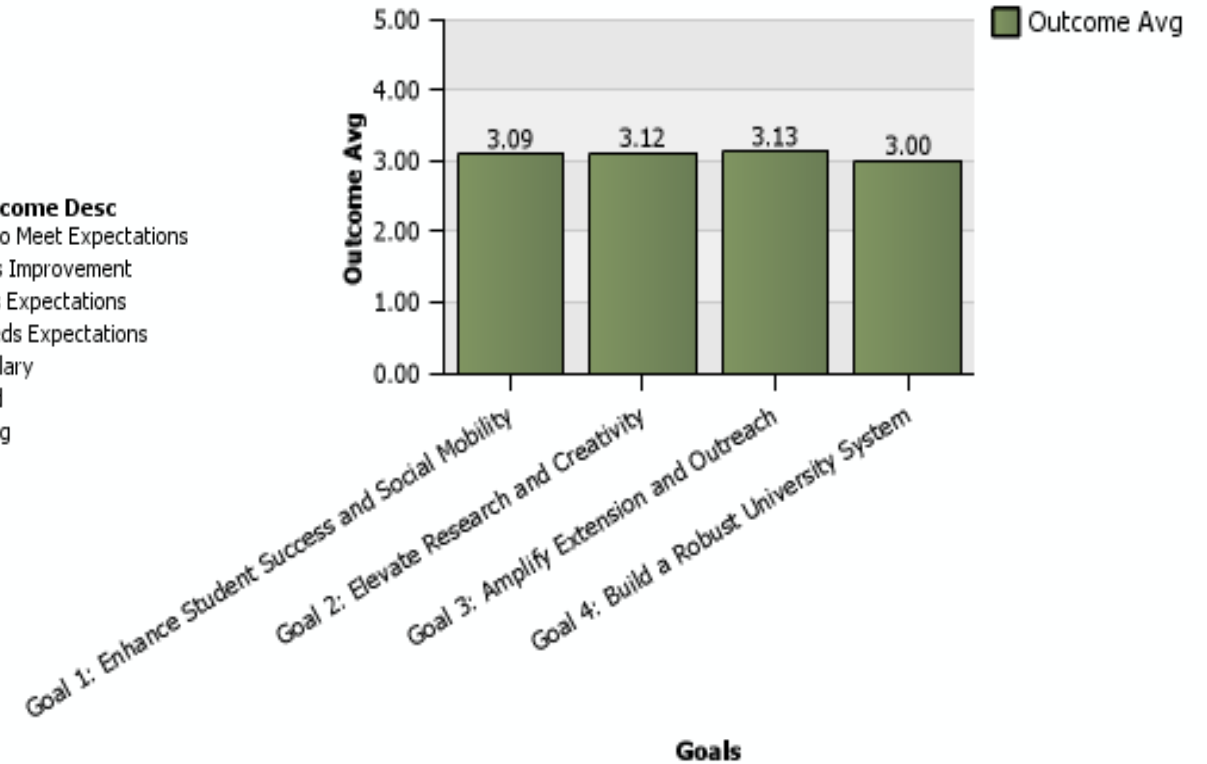


## Employee Count

by LEADS 2025 Goal Selection (EE Goal 1)



## Outcome Average Score

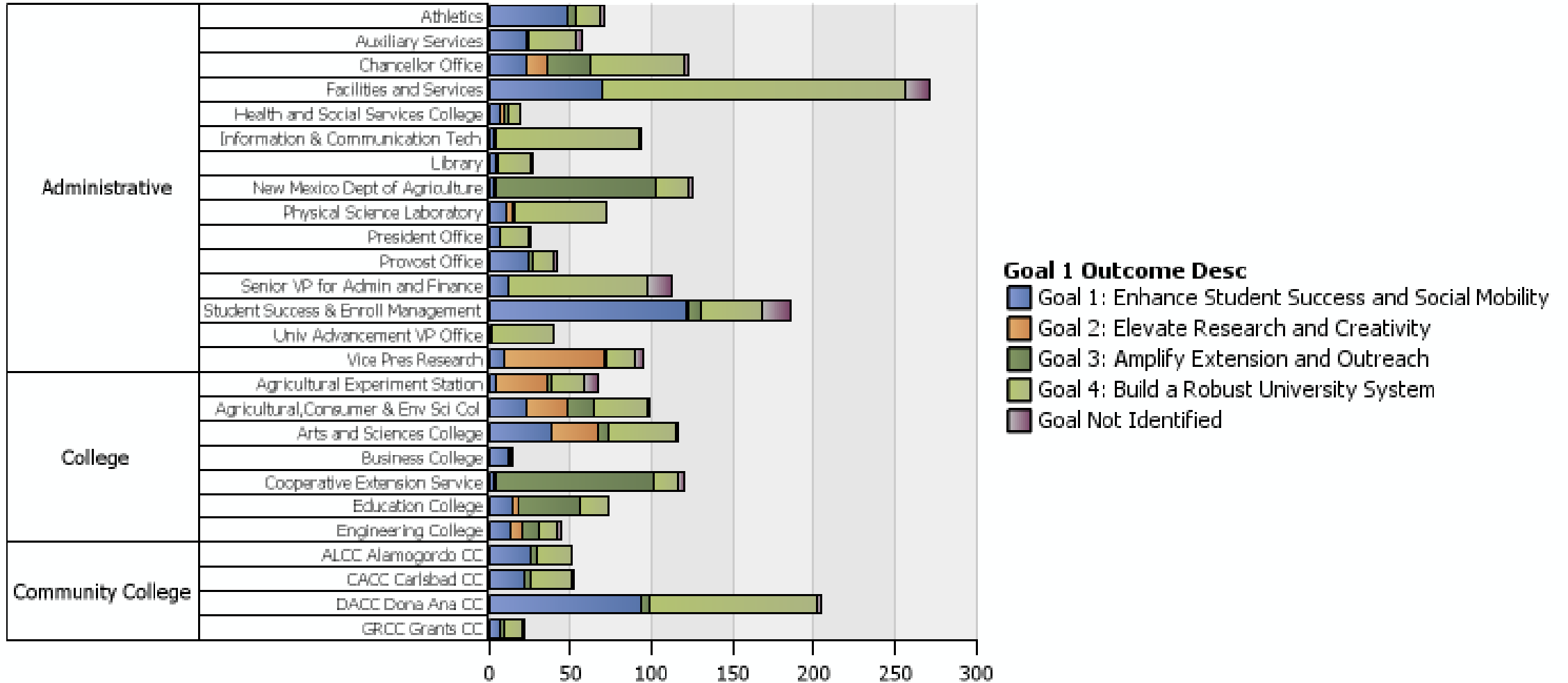


**BE BOLD.** Shape the Future.



# Employee Count

by LEADS 2025 Goal Selection (EE Goal 1)



BE BOLD. Shape the Future.

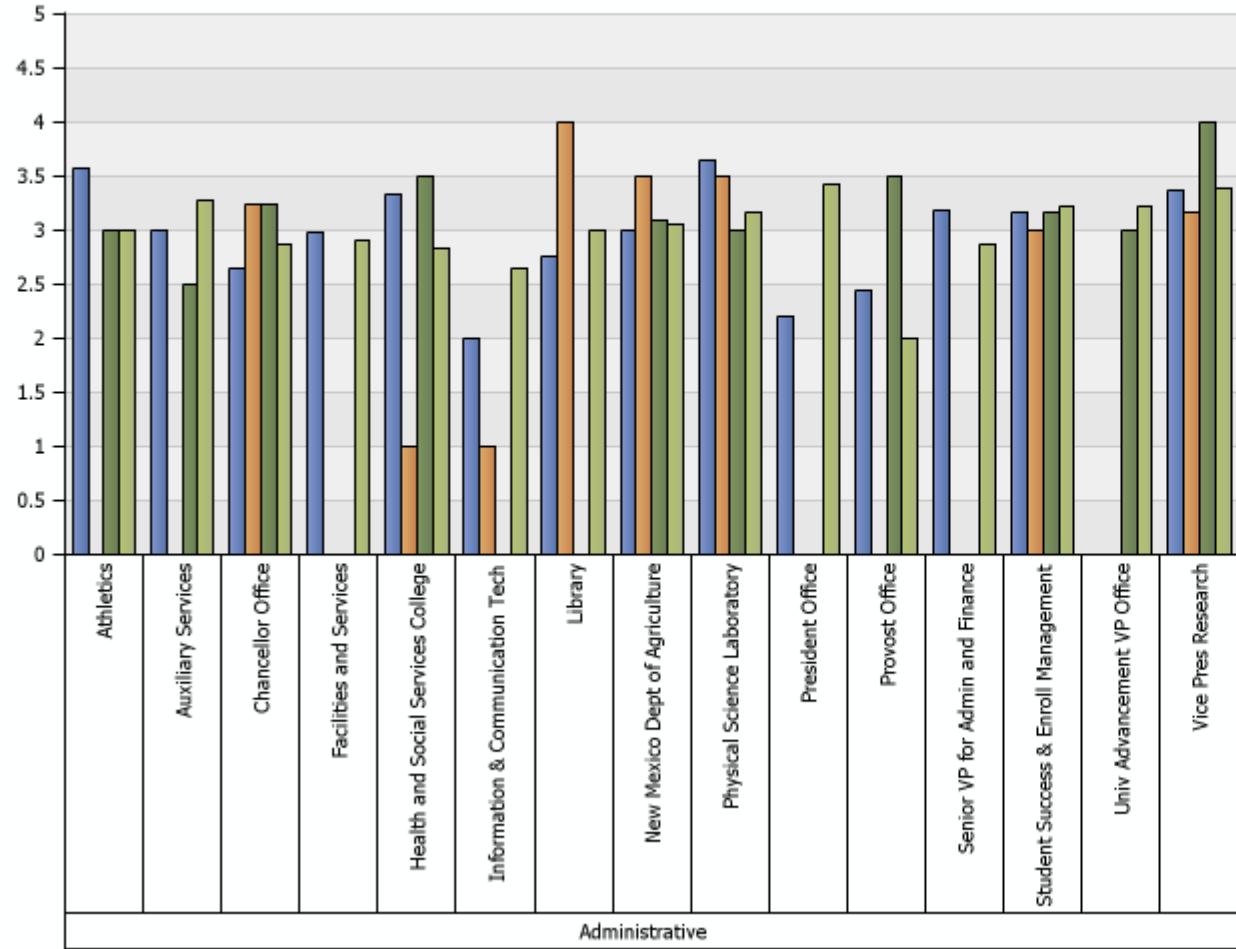
### Outcome Score Scale

1: Fails to Meet Expectations 2: Needs Improvement 3: Meets Expectations 4: Exceeds Expectations 5: Exemplary

### Average Outcome Score

#### Average Outcome Score

■ Goal 1: Enhance Student Success and Social Mobility 
 ■ Goal 2: Elevate Research and Creativity 
 ■ Goal 4: Build a Robust University System



**BE BOLD.** Shape the Future.

# Going Forward:

- A task-force will be established to revamp the staff evaluation process as well as the system to support it.
- To access the staff performance evaluation system, use this link: <https://evaluation.nmsu.edu/>